

*(Use to report days within the same month)*

**PRINCIPAL PURPOSES:** *To record Reserve Member's inactive duty training for payment, years of service credit, and determining fulfillment of requirements for retention in Ready Reserve.*

**DISCLOSURE IS VOLUNTARY:** Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.

RANK		LAST NAME		SSN		RPO (IMAs) / UNIT (Unit Reservists)	
PAY STATUS <i>(MUST use separate form for pay and non-pay. Non-pay IDTs - submission to CRPO applies to IMAs Only)</i>				INCENTIVE/SPECIALTY PAY			
				Aviation Career Incentive Pay (ACIP)			OTHER (Specify)
	PAY		NON-PAY	Hazardous Duty Incentive Pay (HDIP) (Provide authorizing documents)			
TYPE OF TRAINING							
	TRAINING PERIOD			EQUIVALENT TRAINING		Other (Specify):	

## RETENTION/RETIREMENT (R/R) DATE

[illegible]

*See AFI 90-9, Chap 4 and AFI 146-7, Chap 5. Reservists on Inactive Duty Training (IDT) are authorized to occupy VOQ/VAQ, including contract quarters, in conjunction with the date(s) shown above. On an IDT day, only enlisted reservists in pay status are authorized subsistence-in-kind if training is 8 hours or more in any one day. If the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservist MUST pay the basic food charge. The Authorizing Official is the commander of the assigned unit or a representative designated IN WRITING.*

AUTHORIZING OFFICIAL'S SIGNATURE AND TITLE	DATE <i>(Must be same or prior to first date of training)</i>	SUBSISTENCE AUTHORIZED		
		YES	NO	

*The penalty for willfully making false claims is: A maximum fine of \$10,000 or maximum imprisonment of 5 years (18 U.S.C. 287). By signing and dating this form, the Reservist and Certifying Official (training supervisor who has knowledge training was performed) verify satisfactory completion of all training period(s) listed in Section II. The dates must be on or after the last date of training.*

RESERVIST'S NAME & PHONE <i>(Type/Print legibly in Ink)</i>	RESERVIST'S SIGNATURE <i>(In Ink)</i>	DATE
CERT OFFICIAL'S NAME/GRADE/PHONE <i>(Type/Print legibly in ink)</i>	SIGNATURE <i>(In Ink)</i>	DATE

**The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs, or HQ ARPC/MSPPC-4 (IMAs and RDs only) for Non-Paid IDTs not later than 2 duty days after the member completes the training.**

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PAY		NON-PAY		Hazardous Duty Incentive Pay (HDIP) (Provide authorizing documents)			

TRAINING PERIOD	EQUIVALENT TRAINING	Other (Specify):
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## RETENTION/RETIREMENT (R/R) DATE

DATE YY/MM/DD	DUTY HOURS WORKED <i>(Inclusive)</i>	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATION/REMARKS

TOTAL NUMBER OF POINTS

*See AFI 90-9, Chap 4 and AFI 146-7, Chap 5. Reservists on Inactive Duty Training (IDT) are authorized to occupy VOQ/VAQ, including contract quarters, in conjunction with the date(s) shown above. On an IDT day, only enlisted reservists in pay status are authorized subsistence-in-kind if training is 8 hours or more in any one day. If the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservist MUST pay the basic food charge. The Authorizing Official is the commander of the assigned unit or a representative designated IN WRITING.*

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**RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING***(Use to report days within the same month)***AUTHORITY:** 10 U.S.C. 1332.**PRINCIPAL PURPOSES:** To record Reserve Member's inactive duty training for payment, years of service credit, and determining fulfillment of requirements for retention in Ready Reserve.**ROUTINE USES:** Information may be disclosed to Federal, State, and local agencies in the pursuit of their official duties.**DISCLOSURE IS VOLUNTARY:** Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.**I. PERSONAL/PAY DATA** *(Type or print clearly in ink)*

RANK		LAST NAME		SSN		RPO (IMAs) / UNIT (Unit Reservists)	
PAY STATUS <i>(MUST use separate form for pay and non-pay. Non-pay IDTs - submission to CRPO applies to IMAs Only)</i>				INCENTIVE/SPECIALTY PAY			
				Aviation Career Incentive Pay (ACIP)		OTHER (Specify)	
				Hazardous Duty Incentive Pay (HDIP) <i>(Provide authorizing documents)</i>			
PAY		NON-PAY					
TYPE OF TRAINING							
TRAINING PERIOD		EQUIVALENT TRAINING		Other (Specify):			

**II. TRAINING DATA** *(List each day of training separately)*

RETENTION/RETIREMENT (R/R) DATE

DATE YY/MM/DD	DUTY HOURS WORKED <i>(Inclusive)</i>	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATION/REMARKS
TOTAL NUMBER OF HOURS WORKED			TOTAL NUMBER OF POINTS	

**III. AUTHORIZATION FOR TRANSIENT QUARTERS AND SUBSISTENCE** *(Required for billeting only and shall not exceed the number of training days. Complete and return to reservist prior to the reservist reporting for scheduled training)*

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		YES	NO

**IV. CERTIFICATION** *(Certifying official is the military member or civilian who supervised the training and has knowledge it was performed.)*

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**V. DISTRIBUTION**

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